Computer Classes

CARLSBAD CITY LIBRARY

All classes and tutoring sessions are FREE!

Beginning Word In this workshop you will be creating and editing new documents. Learn how to change font style and size; center, bold and underline; copy, move and delete text; bullets and numbers; spell check and print documents. Basic computer skills required.

Email Basics Set-up a free email account. Start sending messages to friends and family immediately. Practice signing in and out of your new e-mail and get your questions answered. Basic Internet knowledge is required for this class.

Internet Basics The Internet is easier than you think. Join us for a fun and informal introduction to the Internet and start exploring the World Wide Web. This hands-on class is designed for those who have little or no Internet experience.

Internet Searching Discover search engines. Tour a variety of interesting and informative websites. Learn great search strategies and timesaving tips and tricks for online research. This class is designed for those who have basic Internet experience.

Internet Tips & Tricks Learn how to save, print, copy and paste from the Internet. Use tabs, history and favorites. Get maps, play videos and shop online.

Device Specific eBook Introduction Learn how to use the "Serra Digital Download Library" website to access free eBooks from the library.

MS Office Basics Learn how to move files, delete files, highlight, copy and paste, and navigate through programs. We will briefly explore MS Word, PowerPoint, Excel and Internet Explorer.

Tutors at Dove Library Get one-on-one help with e-mail, Internet, MS Word and/or MS Office with a volunteer computer tutor. The tutor can also cover the same material that we cover in classes. Call 760-602-2039 to make an appointment.

Social Networking Connect with family and friends both near and far, find new friends and old friends and promote your business or brand with FACEBOOK. Learn how to share your stories, images, video and more. Internet experience needed.

Business Workshops A rotation of workshops to include Resume Writing, Job Searching, Social Networking for Business and Online Job Applications.

Computer Classes

May 2012

Dove Library Classes

1775 Dove Lane, Carlsbad CA 92011
Call 760-602-2039 to register.

Tuesday, May 1
Internet Basics 9 to10 a.m.

Wednesday, May 9
MS Office Basics 9 to10 a.m.

Tuesday, May 15
eBooks for iPad 9 to10:30 a.m.

Wednesday, May 16
Email basics 9 to10 a.m.

Tuesday, May 22
Beginning Word 9 to10:30 a.m.

Wednesday, May 23
Internet Searching 9 to10:30 a.m.

Wednesday, May 30
eBooks for Kindle 9 to10:30 a.m.

Library Learning Center

3368 Eureka Place, Carlsbad CA 92008
Call 760-434-2871 or 760-931-4500 to register.

Wednesday, May 2
Internet Basics 2 to 2:50 p.m.

Tuesday, May 8
Social Networking 1 to 2:20 p.m.

Wednesday, May 9
Internet Basics 2 to 2:50 p.m.

Wednesday, May 9
Email basics 3 to 4:30 p.m.

Tuesday, May 15
eBooks for Nook 2 to 3 p.m.

Wednesday, May 16
eBooks for iPad 11:30 a.m. to 1:00 p.m.

Wednesday, May 16
Internet Basics 2 to 2:50 p.m.

Tuesday, May 22
Beginning Word 1 to 1:50 p.m.

Tuesday, May 22
eBooks for Kindle 3 to 4:30 p.m.

Wednesday, May 23
Internet Basics 2 to 2:50 p.m.

Wednesday, May 23
Internet Tips and Tricks 3 to 3:50 p.m.

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CARLSBAD

www.carlsbadlibrary.org